

## eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes  
May 8, 2003

### Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 5/8/2003 in Richmond.

### Present:

Jan Bond, DGS/DPS	Andy Kmett, VCE (phone)
Martha Freeland, DMV (phone)	Parvin Mirshahi, DGS
Maria Hatcher, DGS	Jim Roberts, DMHMRSAS (phone)
Cheryl Kimball, DOLI/DCR (phone)	

#### A. Approval of Agenda

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies General Status
- 4 – Policy Questions

#### B. Approval of Minutes

Previous meeting minutes were reviewed.

#### C. Issues

##### Open Issues

1. It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.  
*Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.*  
  
*10/31/2002 – The contract officer is working on the response. At a minimum, the system should normally be available Monday through Friday from 8AM to 6PM. The contract officer is working on the exact schedule that includes non-business hours such as nights and weekends.*  
  
*11/14/02 – Waiting on AMS for official answer.*

##### Closed Issues

No items closed at this session.

#### D. New Business

1. Implementation Status  
Nothing to report.
2. New Work

\*\*\* Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

Nothing to report.

3. Production Status

DGS –

- Updated BizTalk notifications, which include the preparer id and the header cross reference, are now in production, with the exception of one notification with multiple errors for a requisition. DGS is researching the reason these two parameters (preparer id and header cross reference) are not being passed.
- The DPS policy committee is meeting all day today and has scheduled other meetings to review policy issues and draft solutions. More information should be available next week at the interface monthly meeting.

VDOT –

- Representatives not present.

DMAS –

- Representatives not present.

DSS –

- Richard Brough could not attend.

DMME –

- Representatives not present.

ABC –

- Representatives not present.

DOLI –

- Cheryl Kimball reported that since change/cancel order programming has been completed and delivered, now she can concentrate on DOLI's change/cancel order programming. The agency cannot fully design the change order procedure until policy pertaining to change order is released by DPS.

DEQ –

- Representatives not present.

DCR –

- Cheryl Kimball reported that she completed programming for change/cancel order and delivered to the agency. Agency should be testing the deliverable.

VATECH –

- Representatives not present.

UVA -

- Representatives not present.

VCU -

- Representatives not present.

4. Agency General Status

DMHMRSAS–

- Jim Roberts reported that they are still setting up the production environment for Petersburg. They are trying to resolve IP/security issues with their system and firewall.

VCE –

- Andy Kmett reported that the interface programming is progressing well. He has completed programming to original orders and now is working on change/cancel and attachments. He anticipates to start sending test files by the middle of next week with original, change/cancel orders and attachments. After the import interface is complete, the agency will start concentrating on the export.

JMU –

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- Representatives not present.
- ODU –
- Representatives not present.
- DMV –
- Martha Freeland reported that the ERP upgrade is going well and is on schedule. Anticipates upgrade to be migrated to production in the beginning of June. After the migration, the agency will start working on the interface.

8. Policy Questions

Debbie Adams expressed that it is critical that policy address change orders and variances. UVA is generating change orders because invoices are off 2 cents. Her concern is if agency spends 100 dollars generating a change order because invoice is off 2 cents, how is it cost effective?

The next monthly interface meeting will be held on Thursday, May 15, 2003 at DGS in the ISS 9<sup>th</sup> floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

**Open Action Items**

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)
2. Debbie Adams would like to know what other interfaces are on schedule and the timeline. (Marion Lancaster)

**Closed Action Items**

No actions items closed at this session.

Prepared by Maria F. Hatcher

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